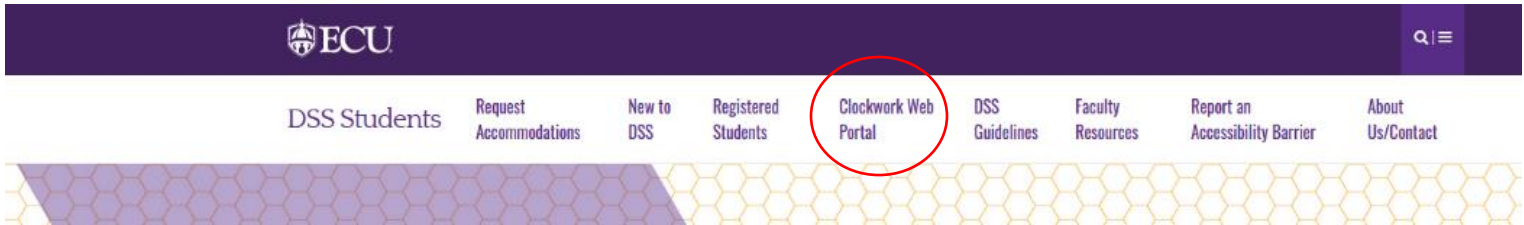
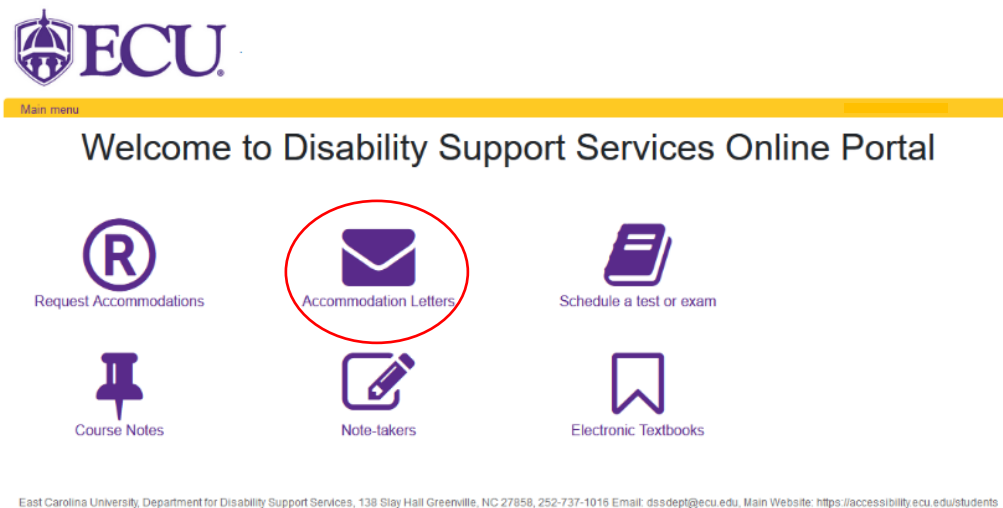


Requesting Accommodation Letter:

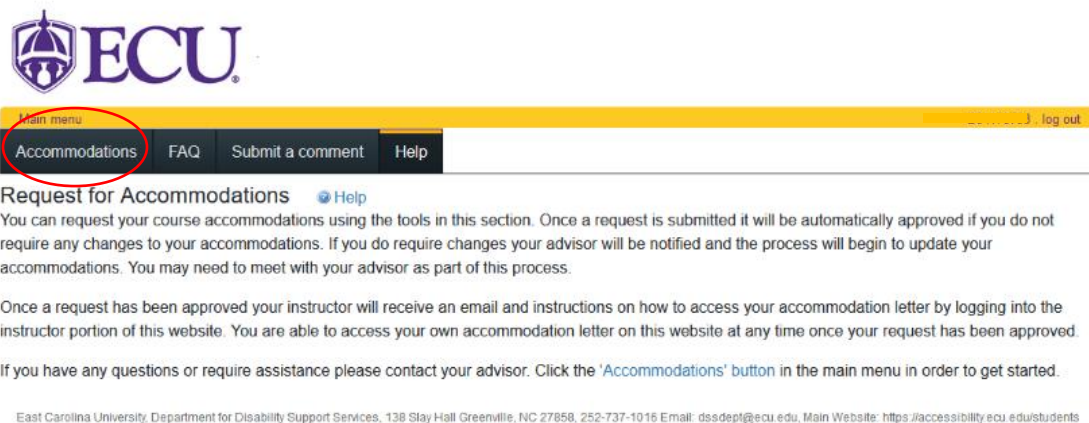
- 1) Visit our website <https://accessibility.ecu.edu/students/>
- 2) Click “Clockwork Web Portal” on ribbon bar:



- 3) Next, click “Accommodation Letters” button:



- 4) Next, click “Accommodations” tab on menu:



- 5) Once you enter the *Request Accommodations page*, you will select the term of your class and then select the class you need an accommodation letter for and hit “Request”.

The screenshot shows the ECU Request Accommodations page. At the top, there is a navigation bar with 'Main menu' and 'log out'. Below that is a menu with 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. The main heading is 'Request Accommodations'. A sub-heading says 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' Below this, there is a 'Your courses:' section with a 'Show term:' dropdown set to 'Fall Session 2021' and a 'Refresh' button. The main content is a table with columns 'Course', 'Status', 'Request', and 'Letter'. Two rows are visible, both with a status of 'Waiting for student to request' and a 'Request' button circled in red.

Course	Status	Request	Letter
Dev of Adult Ed Prog ADED 6481 Section 602 crn84103	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
Organ and Admin of Adult Ed ADED	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

- 6) Check the accommodations you are using and check your courses. **indicate if your accommodations require changes**

The screenshot shows the ECU Request Accommodations page. At the top, there is a navigation bar with 'Main menu' and 'log out'. Below that is a heading 'Request Accommodations'. A sub-heading says 'Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.' Below this, there are two main sections: 'Your accommodations' and 'Courses to request'. The 'Your accommodations' section has a list of checkboxes: 'Extended time for scheduled quizzes/tests/exams (x1.5 time)', 'Low Distraction Environment', 'Reader-RWG', 'Reasonable Attendance Adjustment Plan (RAAP)', and 'Use of Livescribe pen'. The 'Courses to request' section has two entries: 'Dev of Adult Ed Prog ADED 6481 section 602 crn84103' with a checked checkbox for 'Christy Rhodes rhodesc14@ecu.edu' and 'Organ and Admin of Adult Ed ADED 6484 section 602 crn84107' with an unchecked checkbox for 'Steven Schmidt schmidtst@ecu.edu'. Below these sections are links for 'check all' and 'check none'. At the bottom, there is a section 'Please indicate if your accommodations require any changes' with three radio buttons: 'My accommodation(s) are correct the way they are', 'I need additional accommodations', and 'I need to change or remove an accommodation'. To the right of these radio buttons is an 'Optional note:' field with a text input area.

- 7) Once you have checked your accommodations, courses, and confirmed they were correct, you will then agree to the terms. Check the box and hit submit:

Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you ===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security ===== The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filina and using the information you supply, and may request

I agree to the terms outlined above

Cancel Submit

East Carolina University, Department for Disability Support Services, 138 Slay Hall Greenville, NC 27858, 252-737-1016 Email: dssd pt@ecu.edu, Main Website: https://accessibility.ecu.edu/students

- 8) Once you have submitted your request, you should receive an email confirmation that your accommodation has been sent to your instructor.



Main menu log out

Accommodations | FAQ | Submit a comment | Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall Session 2021 Refresh

Course	Status	Request	Letter
Dev of Adult Ed Prog ADED 6481 Section 602 crn84103	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter